

STANDARD TABLE SETUP AND CONFIGURATION PROCESSES

Automatic Judge Assignment

On the General tab of the Security window, click to display a check in the "Automatic" box next to Judge assignment to give the user automatic, random judge assignment capabilities when entering new cases.

The screenshot shows the "Security Maintenance" window with the "General" tab selected. On the left is a tree view of the security hierarchy. The main area contains fields for user information and checkboxes for assignment types. A red arrow points to the "Judge assignment" checkbox, which is checked.

| Field | Value |
|------------------|---|
| User ID | SFAUST |
| Last name | Faust |
| First name | Shirley |
| Middle name | |
| Suffix | |
| Password | ***** |
| Group | ADMIN |
| Case assignment | <input checked="" type="checkbox"/> Automatic |
| Judge assignment | <input checked="" type="checkbox"/> Automatic |
| Receipting | <input checked="" type="checkbox"/> Automatic |

Buttons at the bottom: New Group, New User, Save, Delete, Close, Help.

Automatic Judge Assignment Continued

You are entering a new case or citation, and your security settings are for "Judge Assignment: Automatic".

- 1) The automatic process skips inactive judges.
- 2) The process skips any judges whose Location doesn't match that of the case (or is not defined as "Any").
- 3) Of the remaining judges, the process checks each for a number entered for "Cases to Assign", for the case's type and subtype. If the judge does have cases to be assigned, and the judge has any number of "Cases Left to be Assigned", then the process puts the judge into the "hat" of possible judges to be assigned.
- 4) If there are no judges in the "hat", but there are potential judges who could be assigned to the case, who are not in the "hat" because their "Cases Left to be Assigned" was zero in step 4, then, for each potential judge, the program adds the "Cases to Assign" to the "Cases Left to be Assigned" (for the case's type and subtype) and puts all of these judges in the "hat".
- 5) If no judges are in the "hat" at this point, then all available local judges have already been assigned to the case. In this situation, the entire process is started over, but this time the process considers only judges who are not local.
- 6) If no judges are available, either local or not local, the program informs the clerk that an automatic assignment can't be made. Otherwise, the process picks a judge from the hat to be assigned to the case.

The screenshot shows a window titled "Judge Count Maintenance" with a table of judges and their assigned cases. The table has columns for Judge, Type, Subtype, To Assign, and Left To Be Assigned. The data is as follows:

| Judge | Type | Subtype | To Assign | Left To Be Assigned |
|-------------------------|------|---------|-----------|---------------------|
| Deschamps, Robert L III | DV | PM | 10 | |
| Deschamps, Robert L III | DV | PR | 10 | 8 |
| Deschamps, Robert L III | DV | PS | | |
| Deschamps, Robert L III | DV | QT | 10 | 8 |
| Deschamps, Robert L III | DV | RL | 10 | 1 |
| Deschamps, Robert L III | DV | RP | 10 | 9 |
| Deschamps, Robert L III | DV | SJ | 10 | |
| Deschamps, Robert L III | DV | SO | 10 | 9 |
| Deschamps, Robert L III | DV | SU | 10 | |
| Deschamps, Robert L III | DV | TC | 10 | |
| Deschamps, Robert L III | DV | TJ | 10 | 8 |
| Deschamps, Robert L III | DV | TO | 10 | |
| Deschamps, Robert L III | DV | TX | 10 | |
| Deschamps, Robert L III | DV | UD | 10 | 9 |
| Deschamps, Robert L III | DV | UL | | |
| Deschamps, Robert L III | DV | UT | 10 | |
| Deschamps, Robert L III | DV | WC | 10 | |
| Deschamps, Robert L III | DV | WD | | |

At the bottom of the window, there is a "Sort by Case Type" button and three buttons: "Save", "Close", and "Help".

Auto Assignment of Sequential Numbers

Enable Automatic Case Numbering in the General tab of the Security window. Select this option on the General tab of the Security window to give the user Automatic Case Number Assignment capabilities. Whenever she/he enters a new case, FullCourt will automatically assign a case number according to the numbering format you establish in Case Number Maintenance. All users should have this capability.

The screenshot shows the 'Security Maintenance' window with the 'General' tab selected. On the left, a tree view lists various security groups, with 'User: SFAUST' highlighted. The main area contains fields for user information and assignment options. A red arrow points to the 'Case assignment: Automatic' checkbox, which is checked. Other assignment options like 'Judge assignment' and 'Receipting' are also checked. At the bottom, there are buttons for 'New Group', 'New User', 'Save', 'Delete', 'Close', and 'Help'.

| Field | Value |
|------------------|---|
| User ID | SFAUST |
| Last name | Faust |
| First name | Shirley |
| Middle name | |
| Suffix | |
| Password | ***** |
| Group | ADMIN |
| Case assignment | <input checked="" type="checkbox"/> Automatic |
| Judge assignment | <input checked="" type="checkbox"/> Automatic |
| Receipting | <input checked="" type="checkbox"/> Automatic |

Case Status – Comply with Uniform Case Filing Standards

On the Case Status Setup window, indicate the Process type of each status. The "process type" tells the program how to process a case with the status you have described.

| Description | Process Type |
|-------------|--|
| Open | <input checked="" type="radio"/> Open <input type="radio"/> Disposed <input type="radio"/> Closed <input type="radio"/> Reopened <input type="radio"/> Inactive <input type="radio"/> Other <input type="checkbox"/> Process on overdue |
| Closed | <input type="radio"/> Open <input type="radio"/> Disposed <input checked="" type="radio"/> Closed <input type="radio"/> Reopened <input type="radio"/> Inactive <input type="radio"/> Other <input type="checkbox"/> Process on overdue |
| Reopened | <input type="radio"/> Open <input type="radio"/> Disposed <input type="radio"/> Closed <input checked="" type="radio"/> Reopened <input type="radio"/> Inactive <input type="radio"/> Other <input type="checkbox"/> Process on overdue <input type="checkbox"/> Inactive |

The process types are:

- **Open** -- "Open" is the case status "processing type" that describes a case that is active and not yet disposed. There may be a court appearance scheduled, an open bond, or other events pending on the case. The defendant's guilt or innocence has yet to be determined.
- **Disposed** -- The case status "Process type" of Disposed indicates that the case has a disposition/finding, but the defendant may still owe money to the court, probation or sentencing option may be pending, or a performance bond may be outstanding. The case must have a disposition in order to change the case status to one that means "disposed".
- **Closed** -- The case status "Process Type" of Closed indicates that the case is completely closed. FullCourt will not allow you to close a case if certain conditions have not been met. The court can define these conditions by changing the selections in the Case Close Check Setup window.
- **Reopened** -- Inactive Reopen Case -- You may reopen a case for a variety of reasons, from probation violations to the correction of a data entry error. FullCourt will automatically reopen a closed or inactive case when you schedule a hearing for the case. If a case has been closed, and the receipt for the final payment on a case is voided, the case status will automatically change to the status you have associated in the Case Status Setup window with the "Process Type" Reopened.
- **Other**

Select the type that best matches the description you have entered. For example, if your court calls a case "Pending" when it is first entered into the system, you would type "Pending" as the description, then click on the radio button labeled "Open".

Note: For the process types "Open", "Disposed", and "Closed", you are required to define one case status, and only one. For example, if you enter a case status of "Pending", and select the process type of "Open" for that case status, you may not define any other status that means "Open".

Case Status Continued

Case Status Setup

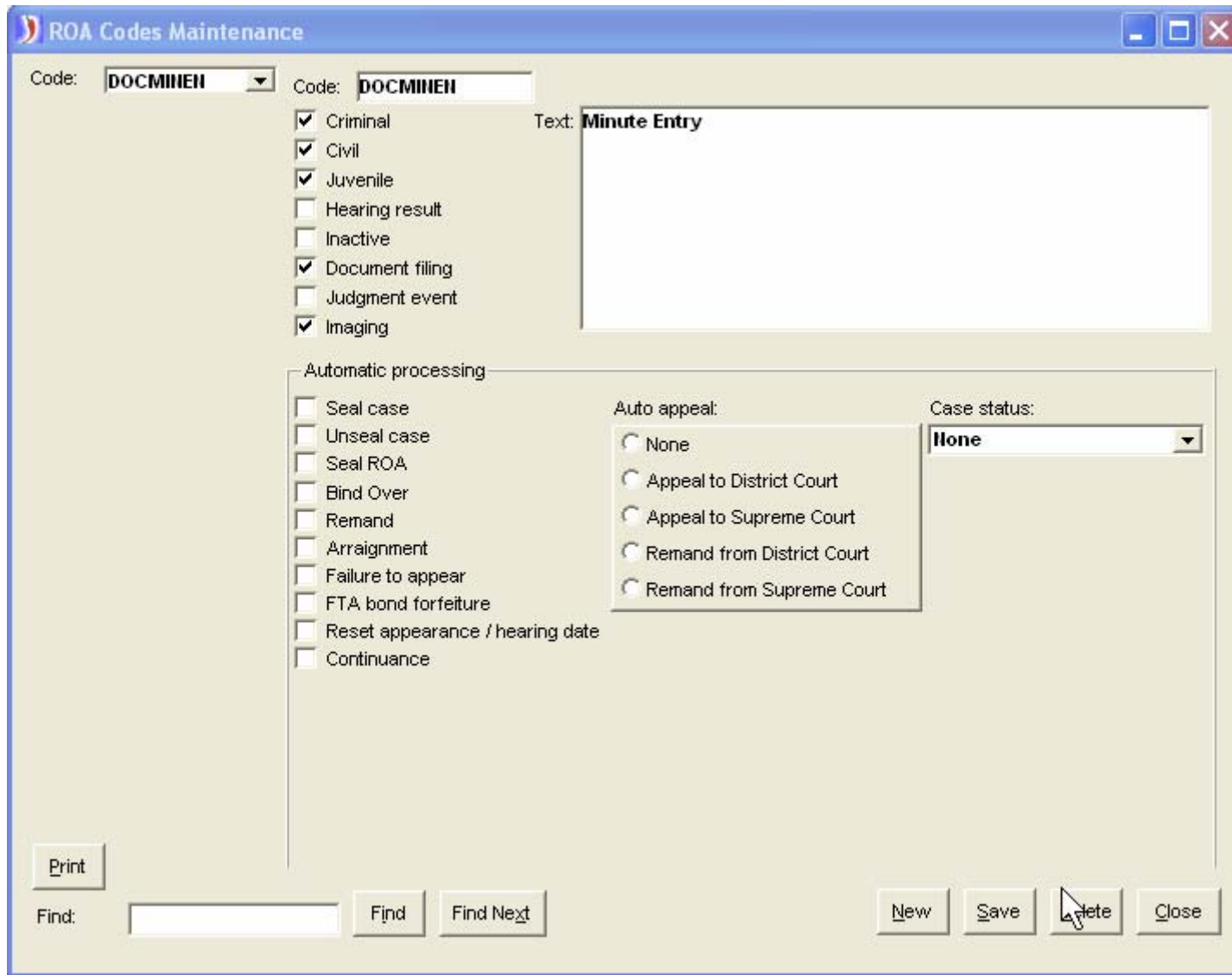
| Description | Process Type | |
|------------------|--|--|
| Inactive | <input type="radio"/> Open <input type="radio"/> Disposed <input type="radio"/> Closed <input type="radio"/> Reopened <input checked="" type="radio"/> Inactive <input type="radio"/> Other | <input type="checkbox"/> Process on overdue <input type="checkbox"/> Inactive |
| On Appeal | <input type="radio"/> Open <input type="radio"/> Disposed <input type="radio"/> Closed <input type="radio"/> Reopened <input type="radio"/> Inactive <input checked="" type="radio"/> Other | <input type="checkbox"/> Process on overdue <input type="checkbox"/> Inactive |
| Disposed | <input type="radio"/> Open <input checked="" type="radio"/> Disposed <input type="radio"/> Closed <input type="radio"/> Reopened <input type="radio"/> Inactive <input type="radio"/> Other | <input type="checkbox"/> Process on overdue |

Move Up Move Down New Save Delete Close

Register of Action Codes

The Register of Actions (ROA) is a log of the main events in a case. You may make an ROA entry on an open or closed case at any time by clicking on the ROA button at the right of the Defendant tab on the case window.

Use the ROA Codes Maintenance window to set up common ROA entries to help you achieve uniformity within the court records. Using ROA codes will also save you time and effort, as less typing is required.



The screenshot shows the 'ROA Codes Maintenance' window. At the top, there are two 'Code:' labels, both with a dropdown menu showing 'DOCMINEH'. Below these are several checkboxes: 'Criminal' (checked), 'Civil' (checked), 'Juvenile' (checked), 'Hearing result' (unchecked), 'Inactive' (unchecked), 'Document filing' (checked), 'Judgment event' (unchecked), and 'Imaging' (checked). To the right of these checkboxes is a 'Text:' label followed by a text box containing 'Minute Entry'. Below the checkboxes is a section titled 'Automatic processing' which contains a list of checkboxes: 'Seal case', 'Unseal case', 'Seal ROA', 'Bind Over', 'Remand', 'Arraignment', 'Failure to appear', 'FTA bond forfeiture', 'Reset appearance / hearing date', and 'Continuance'. To the right of this list is an 'Auto appeal:' section with five radio buttons: 'None', 'Appeal to District Court', 'Appeal to Supreme Court', 'Remand from District Court', and 'Remand from Supreme Court'. To the right of the radio buttons is a 'Case status:' label followed by a dropdown menu showing 'None'. At the bottom left is a 'Print' button. At the bottom center is a 'Find:' label followed by a text box and 'Find' and 'Find Next' buttons. At the bottom right are 'New', 'Save', 'Delete', and 'Close' buttons.

ROA Codes Maintenance

Code: **DOCMINEH** Code: **DOCMINEH**

☒ Criminal
☒ Civil
☒ Juvenile
☐ Hearing result
☐ Inactive
☒ Document filing
☐ Judgment event
☒ Imaging

Text: **Minute Entry**

Automatic processing

☐ Seal case
☐ Unseal case
☐ Seal ROA
☐ Bind Over
☐ Remand
☐ Arraignment
☐ Failure to appear
☐ FTA bond forfeiture
☐ Reset appearance / hearing date
☐ Continuance

Auto appeal:
☐ None
☐ Appeal to District Court
☐ Appeal to Supreme Court
☐ Remand from District Court
☐ Remand from Supreme Court

Case status: **None**

Print

Find: Find Find Next

New Save Delete Close

ROA Event Processes

In order to enter events into a case's ROA, the clerk often goes to the ROA window for the case and makes the needed entries. However, FullCourt knows when many of these "standard" events take place. If you tell the program which ROA code(s) are associated with which events, it can enter them into the ROA automatically. Use the ROA Events Maintenance window to make these connections.

ROA Events Maintenance

Find event XX:

ROA events

- Judge: Referred
- Judgment Event: Affidavit of Judgment
- Judgment Event: Affidavit of Payment
- Judgment Event: Agreement
- Judgment Event: Amended Abstract
- Judgment Event: Amended Decree
- Judgment Event: Amended Judgment
- Judgment Event: Appeal to Supreme Court
- Judgment Event: Assignment of Judgment
- Judgment Event: Certificate of Judgment

Codes activated

- JEAFJUDG Affidavit of Judgment

> <

All codes

- JEAFJUDG Affidavit of Judgment
- JEAFPAYM Affidavit of Payment
- JEAGREEM Agreement
- JEAMAB Amended Abstract of Administrative Order
- JEAMDEC Amended Decree
- JEAMJUDG Amended Judgment
- JEAPPLSC Appeal to Supreme Court
- JEASJUDG Assignment of Judgment

Find code: